

LTC Bulletin

JULY 2011

We are pleased to bring to you this update from the Learning and Teaching Committee to advise colleagues about the recent work of the Committee, to alert them to changes to Codes of Practice, policies, regulations etc., and to raise any issues for discussion.

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LTC Headlines for 2010-11

This is a shorter Bulletin than in previous sessions arising from the impending moves into the new integrated support structure. It therefore concentrates on the main changes and developments that have been discussed and agreed by the Learning and Teaching Committee during the session.

Colleagues are encouraged to consult the agendas, papers and minutes of the Committee at: <https://intranet.uea.ac.uk/committeeoffice/ueacombeds/ltc/ltc1011> and [the new 2011-12](#) Calendar (publication anticipated in early August via the Planning Office website, not the LTQ website).

1. Plagiarism and Collusion

Various minor amendments for clarification of the policy will be incorporated in the Calendar, especially with regard to dealing with plagiarism in formative and summative assessments, but these do not amount to major changes.

2. Disciplinary procedures

Changes to the processes are minimal. There is one change to the Senate Student Discipline Committee/Senate Student Discipline Appeals Committee panel memberships sitting in modes A and D, viz. a reduction from two to one student member. This has been discussed with the LTC's student members.

3. Academic and non-academic appeals and complaints procedures

No major changes to any of the above. A review of the Academic Appeals procedure is pending, with preliminary discussions having already taken place.

4. APEL

No major changes.

5. General Regulations for Students

There will be an amplification to General Reg 17 (University Assessments), in terms of what candidates suspected of cheating may be required to do, including removal of items of clothing (e.g. scarf, removal of socks & shoes) The presumption is that the student is in breach if s/he refuses to co-operate.

Further notes of clarification will be inserted in General Reg 13 (Attendance, Engagement and Progress) but there are no substantial changes. The accompanying policy and procedures will also be updated.

6. Submission of coursework

In relation to submission of coursework, the deadline has been moved to midnight to facilitate the arrangements for electronic submission. In addition, LTC has agreed that there should be no penalties for UG and PGT students where they exceed the stated word limits in coursework assignments. Module Organisers should continue to publish expected word lengths and limits.

For further information, see section 3 of the paper to LTC at the web address below:

<https://intranet.uea.ac.uk/committeeoffice/ueacombds/ltc/ltc1011/020211/dividermltc10d046>

7. Return from intercalation

A reminder that the revised process for managing students' return from intercalation has been in operation from 2010-11. Students need to complete a questionnaire which will be screened by the Dean of Students' Office in consultation with the University Physician where appropriate prior to their return.

8. New Code of Practice on Peer Observation of Teaching

This new Code of Practice will take effect from 2011/12. The discussion and CoP considered by LTC can be consulted now on the Committee Office website at:

<https://intranet.uea.ac.uk/committeeoffice/ueacombds/ltc/ltc1011/020211/dividerfltc10d039>.

Note that the final version will be made available on the LTQ website as soon as possible.

Prior to this Code of Practice being agreed, peer observation of teaching was optional; it is now mandatory (but formative) and should take place a minimum

of once every two years following completion of any required period of probation.

9. New guidance on the use of social net-working sites

Guidance, based on that previously in operation in the Faculty of Health, has been updated for use by students in the Faculty. It may be consulted on the Committee Office website at::

<https://intranet.uea.ac.uk/committeeoffice/ueacombds/ltc/ltc1011/170311/ltc10d071>.

10. Policy on marking and on dealing with offensive material in written work from students

This new policy may be consulted on the Committee Office website at:

<https://intranet.uea.ac.uk/committeeoffice/ueacombds/ltc/ltc1011/270411/ltc10d069>.

11. Guidance on student employment whilst studying

This guidance is intended to assist Boards of Examiners and can be found on the LTQO website under “Key Documents”, “Policies, Procedures and Guidelines” and “Taught Programmes”. Web address;

[https://intranet.uea.ac.uk/ltqo/taughtprogs/PolicyNoteonStudentEngagement\(Oct10\)](https://intranet.uea.ac.uk/ltqo/taughtprogs/PolicyNoteonStudentEngagement(Oct10))

12. Concessions

The Academic Director of Taught Programmes currently considers concessions for Stage 1 students provisionally to progress to the next Stage if, having been granted a delayed assessment attempt during the August reassessment period following approved absence from examinations, they fail one module by a narrow margin and can be reassessed (by a method other than examination) by 31st October, including marking. Up to present, this concessionary route has applied to Stage 1 only but has now been extended to cover all Stages. For further information, see section 5 of the paper to LTC at the web address below:

<https://intranet.uea.ac.uk/committeeoffice/ueacombds/ltc/ltc1011/020211/dividerm/ltc10d046>

13. Changes to Programme Monitoring and Review:

The LTC review of the above has resulted in a number of recommendations which were accepted by LTC and which will be taken forward by the Learning and Teaching Service. The main changes are as follows:

- (a) No University requirement for quinquennial reviews to be carried out in 2011/12 unless it is a PSRB requirement. After 2011/12 the expectation is that quinquennial reviews will continue as normal.
- (b) There will be a new annual course survey (probably in March/April) for students with assistance from the Business Intelligence Unit of the Planning Office. This survey will include questions about modules. Final year students will complete the NSS and an abridged version of the annual survey focussing on modules
- (c) As a consequence of the above, student evaluations of modules will be optional from 2011/12
- (d) Annual monitoring of modules will move from once a year to a minimum of once during a quinquennial review cycle. There will be no requirement for every module to be reviewed every year – but every module must be reviewed at least once every five years, or if there are the following “triggers”:
 - Change of Module Organiser;
 - New module being offered;
 - Concerns about the module from student feedback;
 - If the Module Organiser/Course Director wants to do it;
 - If external examiners or reviewers from the relevant PSRBs raise an issue.
- (e) The annual course review will continue – this represents a shift in emphasis from modules to courses.

For the discussion and accompanying papers considered by LTC, see:

<https://intranet.uea.ac.uk/committeeoffice/ueacombds/ltc/ltc1011/290611/dividerl10d115r>

14. PGR Students

(i) Transferable skills training

In order to continue the ‘Roberts’ agenda relating to skills training and development, the standard fee level used by Research Councils in calculating

the value of Training Grants (where appropriate) is to be uplifted by £200 from 2011-12. The Committee has supported a recommendation that this additional £200 per PGR student is earmarked specifically for skills training for all research students (both Research Council and other funded) to ensure the continuation of high quality researcher development at the University.

For further details see:

<https://intranet.uea.ac.uk/committeeoffice/ueacombds/ltc/ltc1011/081210/dividernltc10d038>

(ii) Definition of PGR Staff candidates

LTC has approved a note of clarification regarding the definition of 'Category 'A'' PGR students in the light of increasing numbers of research students employed as associate tutors, research associates etc.. (A 'Category A' student requires the appointment of two external examiners). This note of clarification should be read alongside the Regulations and Code of Practice. It can be consulted and staff candidates.

For details of this technical discussion, see:

<https://intranet.uea.ac.uk/committeeoffice/ueacombds/ltc/ltc1011/170311/dividerdltc10d057>

(iii) Training of PGR students who teach

Increasing numbers of PGR students are undertaking paid part-time teaching work, largely on Associate Tutor contracts. At present PGR students who teach are required to undertake the CSED five half-day (15 hrs) course "Developing Teaching-Skills: A Training Programme for Postgraduate Teaching Assistants". In HUM PGR students currently undertake a Faculty based 'Learning to Teach' course which consists of three three hour seminars held over three consecutive weeks.

CSED is able to increase capacity to 120 places per year, but it was recognised that this may be insufficient. LTC has therefore supported a proposal that a two-stream approach be taken - those undertaking a larger amount of teaching (or more seminar/lecturing based) would do the full CSED course; those at a lower cut off point would take a condensed version or some specific inhouse training.

Noting that laboratory and fieldwork demonstrators have to undertake training, the Committee has endorsed the recommendation that a threshold be established of 12 hours per year for laboratory and fieldwork demonstrators below which tailored training is to be provided by Schools in demonstrating

instead of the full CSED Teaching Skills course. Students undertaking seminar and lecture teaching will continue to attend the Teaching Skills programme.

For further details, consult:

<https://intranet.uea.ac.uk/committeeoffice/ueacombds/ltc/ltc1011/170311/dividerl10d057>

(iv) PGR Skills Training Group to be disbanded from 2011-12

Following devolution of skills training to Faculties, the Committee has agreed that the PGR Skills Training Group be disbanded from 2011-12 and that skills training become a standing item on the PRPPG agenda with small working parties constituted as necessary.

See:

<https://intranet.uea.ac.uk/committeeoffice/ueacombds/ltc/ltc1011/180511/dividerl10d083>

(v) ClinPsyD timetable from 2011-12

The LTC has approved changes to the timetable for the ClinPsyD from 2011-12.

For details, see:

<https://intranet.uea.ac.uk/committeeoffice/ueacombds/ltc/ltc1011/180511/dividerl10d083>

(vi) Supervision of PGR students and supervisory training/updating

The Committee has supported proposals that the current requirement for three *formal* meetings with the supervisory team per year including annual review should be maintained (two meetings per year for part-time students). In addition, students are expected to meet *informally* with their supervisors more frequently. It is acknowledged that the frequency of (informal) supervisory meetings will be determined by the nature of the research that is undertaken and the stage of development of the student's research but a normal expectation would be for such meetings to take place every month for full-time students. All disciplines should, however, expect students to meet with their supervisors *at least eight times per year*.

LTC has agreed that the length of the supervisor training sessions would be reduced from 2011-12 – a full day session for those new to supervision at

UEA was considered too long. Further, supervisor training may be organised in future at Faculty level

An important principle has been agreed that, in order to continue supervising research students all supervisors will be required to attend ongoing reflective practice sessions (refresher training) *every 3 years*.

Consult:

<https://intranet.uea.ac.uk/committeeoffice/ueacombds/lc/lc1011/180511/dividerfltc10d083>

15. Looking ahead to 2011-12

In accordance with its usual practice, the Committee has considered its priorities for next session having regard to a range of internal and external factors. The priorities focus on key regulatory frameworks, Codes of Practice, policies and procedures for which the Committee has responsibility and which require its interest and support. At this stage, the list is “provisional” in view of the impending transition to the new integrated support structure.

For further information, see:

<https://intranet.uea.ac.uk/committeeoffice/ueacombds/lc/lc1011/290611/dividermltc10d102>